Singapore Polytechnic

Submit personally at:

One Stop Centre
Block 16, Level 2

CHANGE OF PERSONAL PARTICULARS

This form may take you 2 minutes to fill in. The data provided to Singapore Polytechnic will be kept strictly confidential and will be used for the purpose of updating the personal particulars.

Admission No.: _____   Name: _____

NRIC / FIN No.: _____   Course: _____e.g. DAC 1FT

Please note the change in my particulars for the item/s marked with an X.

Mark (X)	ITEM	NEW PARTICULARS	
	Name#		
	NRIC# / Passport Number#		
	Citizenship#	(Please ✓ one) ☐ Singapore Citizen Submit the **Tuition Grant Application** Form duly signed by student. Form is available at One Stop Centre T16 Level 2, or www.sp.edu.sg/enrolment > Enrolment Forms) ☐ Singapore Permanent Resident	
	Address^: Home / mailing / Both*		
		Singapore (_____)	
	Contact Numbers^	Home:	Handphone:
	Email Address^		

	For Official Use:
Student's Signature: _____	SAS2 Updated: Y / N TG Updated: Y / N
Date: _____	_____ Staff Signature and Date

*   Please delete accordingly.
\#   **DOCUMENT EVIDENCE MUST ACCOMPANY THIS REQUEST:**
     Change of Name – show the original and submit a photocopy of the Deed Poll.
     Change of Citizenship Status – show the original and submit a photocopy of the NRIC.
     Change of Passport Number – show the original and submit a photocopy of the new passport and the page that indicates the old passport number. If there is no old passport number in the new passport, show the original old passport and submit a photocopy of it.
^   For Change of Address, Contact Number and Email Address only, please update the changes via e-Services/e-Resources -> Select "Personal" -> Select "Update Contact Details". You do not need to complete and submit this form.

Note: Verification / updating of personal data is also available via SP website > e-Services > For Students > e-services / e-resources > Personal – Update Contact Details. However, you may only update your address and contact numbers electronically. For update to other personal data, please use this form.